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**Personnel**

**SCHRIEVER AIR FORCE BASE FIRST TERM  
AIRMEN CENTER**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-22, *Military Training*; Air Force Instruction (AFI) 36-2252, *First Term Airmen Center*; and 50th Space Wing Instruction (SWI) 10-204, *Wing Exercise Procedures*. It defines the purpose and establishes the operation and responsibilities of the First Term Airmen Center (FTAC). This instruction applies to all personnel and offices assigned duties at Schriever AFB. This instruction does not apply to the Air National Guard or the United States Air Force Reserve units.

**1. PURPOSE OF THE FTAC.**

- 1.1. To help transition first duty station airmen from the controlled environment of basic military training and technical school to an operational wing requiring self-reliance and discipline.
- 1.2. The FTAC provides streamlined in-processing (base and unit), ancillary training, professional briefings, mission orientation, and physical fitness. First duty station airmen are assigned to the FTAC for no more than 15 calendar days.

**2. OPERATION OF THE FTAC.**

- 2.1. The center is managed by a SSgt or above on a 2-year special duty assignment. He or she assumes the title Noncommissioned Officer-in-Charge (NCOIC) of the FTAC. The NCOIC reports to the 50th Mission Support Squadron (MSS) Commander (CC). An FTAC Team Leader may be added to assist the NCOIC. The Team Leader will be a Senior Airman or above and must have completed Airman Leadership School (ALS).
- 2.2. FTAC runs on a 2-week static schedule with two classes each month. As a minimum, there will be three airmen, in each class. If there are less than three airmen they will be scheduled for the next class, and cancellation notification will be sent to the appropriate units.

**3. INPROCESSING.** Upon arrival to Schriever AFB, airman will report to their gaining unit for initial in-processing. If applicable, airmen will complete house hunting and process through the Military Personnel Flight (MPF) before starting class. Within 48 hours of arrival on station, the new airmen will report to the FTAC NCOIC for in-processing and receipt of their class start date. FTAC start date will not exceed 15 duty days from Date Arrived Station.

**4. NCOIC RESPONSIBILITIES.**

4.1. Responsible to 50 MSS/CC for day-to-day operations of the center. The NCOIC manages the daily activities for all assigned airmen, to include duty schedules, coordinating with applicable base agencies for all FTAC key processes, keeping a current personnel listing, and maintaining the morale and discipline of assigned personnel.

4.2. Manage all disciplinary actions, up to and including administering letters of reprimand. All documented disciplinary measures are briefed to the airman's assigned squadron commander, section commander, or first sergeant. The airman's unit will handle major disciplinary infractions requiring non-judicial punishment and/or court martial.

4.3. Monitor and record the progress of each airman assigned to FTAC. Copies of completed training, as well as classes that need to be accomplished are provided to the member upon completion of the FTAC. Training documents will be presented to the unit-training monitor and/ or supervisor to update the airman's records.

4.4. Ensure airmen receive proper recognition for performance above and beyond standards.

4.5. Supervise assigned team leader and write Letters of Evaluation, AF Form 77.

4.6. Other tasks as directed by the 50 MSS/CC.

**5. TEAM LEADER RESPONSIBILITIES.** The Team Leader will help the NCOIC in managing the daily activities of assigned airmen. The Team Leader must be a graduate of ALS and be escort qualified.

**6. UNIT RESPONSIBILITIES.**

6.1. Units maintain administrative responsibility for their airmen while assigned to FTAC.

6.2. Units will not schedule airmen for unit activities while assigned to the FTAC. Airmen will not be removed from the center prior to graduation without the approval of 50 MSS/CC.

6.3. Squadron commanders/section commanders/first sergeants coordinate exemptions and exceptions to normal FTAC assignment procedures with the NCOIC prior to member assignment.

6.4. Approve required leave and Permissive TDY (PTDY) for house hunting prior to starting FTAC. If PTDY is required, the time allotted for squadron in processing will be extended.

6.5. Instruct inbound first duty station airmen to bring all issued uniforms with the proper rank in their luggage prior to departure from technical training. Uniforms will not be shipped with household goods. The FTAC NCOIC will visually inspect all mandatory uniforms before issuing a graduation certificate.

6.6. Ensure all airmen assigned to FTAC have a 30-day extended "V" badge as a minimum prior to the class start date. Airmen will not start class without the proper badge.

6.7. Arrange for airmen to meet the FTAC NCOIC prior to the class start date and within 48 hours of arrival on station.

6.8. Verify that airmen make up unattended mandatory classes as scheduled. Units will contact the FTAC NCOIC if alternate arrangements need to be made. All classes will be completed within 60 days.

## 7. TRAINING/BRIEFINGS.

7.1. **Attachment 2** lists all required FTAC training along with the professional briefings airmen will receive. Required training and professional briefings are subject to change as needed to meet Air Force, major command, and local requirements.

7.2. The point of contact for each scheduled briefing/training session will ensure a qualified member is available to conduct the class. Cancellations will be coordinated through the NCOIC. Airmen will be rescheduled for cancelled briefings/training before departing the FTAC.

**8. BASE DETAILS.** Airmen assigned to FTAC will perform details deemed appropriate by the NCOIC. Airmen will not be held over the 15-day period for the sole purpose of performing details.

## 9. REAL WORLD CONTINGENCIES/EXERCISES.

9.1. **Real World:** The NCOIC briefs airmen during their first day of FTAC on real world contingencies. NCOIC will take appropriate actions and lead the airmen to ensure their safety.

9.2. **Exercises:** As per 50 SWI 10-204 paragraph 4.3.10.2.8, the FTAC NCOIC and the airmen assigned will not participate in exercises. This nonparticipation will ensure timely completion of all courses outlined in AFI 36-2252.

9.2.1. During exercise scenarios FTAC personnel will remain in the classroom and not interfere with the exercise. Once the scenario is terminated breaks will be given.

9.2.2. During exercise periods, airmen assigned to FTAC will wear blues in order to clearly identify themselves as non-players to inspectors.

MICHAEL D. SELVA, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-22, *Military Training*

AFI 36-2252, *First Term Airmen Center*

50 SWI 10-204, *Wing Exercise Procedures*

***Abbreviations and Acronyms***

**ALS**—Airman Leadership School

**CC**—Commander

**FTAC**—First Term Airmen Center

**MPF**—Military Personnel Flight

**MSS**—Mission Support Squadron

**NCOIC**—Noncommissioned Officer in Charge

**OPR**—Office of Primary Responsibility

**PTDY**—Permissive Temporary Duty

**Attachment 2**

**FIRST TERM AIRMEN CENTER CURRICULUM**

***Required Training***

MPF Processing  
Military Pay  
Off-duty Education  
Family Support Center  
Personal Financial Management  
TRICARE  
Disaster Preparedness  
Safety  
Operational Risk Management  
Equal Opportunity and Treatment/Human Relations  
Alcohol and Drug Abuse Prevention and Treatment (ADAPT)  
Mission Orientation Briefing

***Highly Encouraged Training***

Uniform Code of Military Justice (UCMJ)  
Dress and Personal Appearance  
Customs and Courtesies  
Air Force Core Values

***Additional Training***

Health and Wellness Center (HAWC)  
Office of Special Investigations (OSI)  
Chapel Orientation  
Stress Management and Suicide Prevention  
Dorm/Airmen's Council  
Honor Guard  
Ancillary Training (10 blocks of instruction)  
Air Force Sergeant's Association  
Financial Planning Seminar  
Enlisted Evaluation System  
Whole Person Concept

Commissioning Programs

Promotions/Awards Programs

Assignments

Commander's Briefing

First Sergeant Briefing

Command Chief Master Sergeant Briefing

Career Assistant Advisor

Mock Board